

## **HARINGEY GOVERNANCE REVIEW**

### **DRAFT PROTOCOL COVERING FULL COUNCIL**

#### **1 INTRODUCTION**

- 1.1 ~~One of the key objectives of Haringey's Governance Review 2010/11 was to improve the effectiveness of Full Council meetings.~~
- 1.2 The Terms of Reference for Full Council is stated in the Council's Constitution (Part 3 Section C). The purpose of this protocol is to set out in detail the process by which Full Council will function.
- 1.3 This document will be subject to regular review along with other governance arrangements, to ensure that it remains updated in the light of experience.

#### **2 MEETING FREQUENCY AND STRUCTURE**

- 2.1 Full Council shall meet five times each year, with those meetings structured as follows:
- 1 meeting: The Annual Meeting;
  - 1 meeting: The Budget-setting Meeting;
  - 3 meetings: A 'Haringey Debate' and a formal business section.

*[ Council Standing Orders 29.1 provide for the Leader, after consultation with the Mayor, to request the Democratic Services Manager to call an open session at which partner organisations via nominated spokespersons will be invited to attend and debate with elected members, matters of common interest and public policy. Such meetings may be held outside Council premises. The Democratic Services Manager, will by letter, invite partner organisations to attend the event. The Council rules of debate will be applicable to open sessions and these will be set out in the letter of invitation. The Leader has indicated adding a council meeting to the council calendar to accommodate this]*

- 2.2 It is proposed that Full Council meetings shall commence at ~~19:30~~ 19:00 and finish by 21:30. *[ The start time is proposed for change to allow support completing the agenda by 9.30pm or by 10pm at the latest and will also allow the public attending the meeting to make representations an earlier time slot]*
- 2.3 Reports from Cabinet and Committees shall only be submitted to Full Council when a decision is necessary.
- 2.4 In the event of urgency, an extraordinary meeting of Full Council may be called in accordance with the procedure stated in the Council's Constitution (Part 4 Section a Council Procedure Rules).

#### **The Annual Meeting**

- 2.5 The Annual Council Meeting shall only deal with appointments and elections, as set out in the Council's Constitution (Part 4 Section A Council Procedure Rules). *[council standing order provisions do allow additional items to be considered as long as they are set out on the agenda on the day of publication. However, practically, this meeting should be a ceremonial*

*gathering, allowing the meeting to be completed by 8.30pm so councillors also have the opportunity to meet informally with invited guests such as partners and stakeholders]*

#### The Budget-setting Meeting

- 2.6 The Budget-setting Meeting shall only consider the budget and any amendments.
- 2.7 The Council may also receive deputations and petitions related to the budget. *[This is in line with council standing orders]*

#### The 'Haringey Debate' Meetings

- 2.8 The themes of the three Haringey Debates shall be agreed each year as follows:
- The last of the Haringey Debates shall be on the Mayor's Theme, so that the mayor can set out the work which s/he has been involved with over her time of office, and how s/he would like the work of the mayor's theme to continue;
  - Each group shall be able to choose one Haringey Debate topic each.
- 2.9 The subject for the debate will be for the individual groups and mayor to choose. It should however have clear relevance to Haringey. Where possible it should also tie with one of the ~~Haringey Strategic Partnership~~ Borough Plan themes.
- 2.10 The first Haringey debate will be led by the majority group the second by the minority group. When the Haringey debate is led by the majority group the first motion at the same council meeting will be the minority group's motion and vice versa.
- 2.11 Haringey debates will start with a **five** minute introduction by either the Mayor or the member leading the debate on behalf of their Group. This should outline the purpose of the debate and the objective of the debate. This information should also be made available when the summons for the meeting is issued. *[The time allowed for the introduction is in line with the Council Standing Orders]*
- 2.12 Both groups leading the debate should attempt to make members, partners and the public aware of the proposed theme for the debate as far in advance as practical.
- 2.13 Each debate will provide an opportunity for a presentation to be made by an external organisation or partner on the issue which has been chosen for the debate. This will be organised by either the mayor or political group leading the debate. The presentation will last up to 10 minutes.
- 2.14 Following the presentation up to ~~45~~**30** minutes will be provided for members wishing to speak on the theme. Each member speaking will have up to 3 minutes each. Each group whip in advance of the meeting will provide names of members wishing to speak in the debate. This is to assist the Mayor in chairing the debate rather than being a rigid list. The Mayor will retain the right to call members as s/he sees fit.
- 2.15 Either the Leader of Cabinet member with Cabinet responsibility for the theme will be provided the opportunity to respond to the debate and outline actions

which the Cabinet will take forward following the debate. *[ Often time is needed to consider the issues raised in the debate, as a way forward could providing a written response be a way forward? This would allow the key issues to be fully considered and actions to be taken set out?]*

- 2.16 Following this response the member who introduced the theme for the debate will be provided with an opportunity to summarise the debate.
- 2.17 The formal business section of these three meetings shall include:
- Any decision that must legally be taken by the Council;
  - Council Questions (as detailed in Section 3);
  - Debating motions – a maximum of one motion per group plus any amendments. The order of the motions from the groups shall be alternated each meeting, such that the group with the first motion has not selected the topic of the Haringey Debate for that meeting;
  - Appointments to outside bodies;
  - Deputations and petitions.

*[The above order of items is out of step with the Council standing Orders, members may wish to comment on the order of items. For example, deputations and petitions may need to be earlier agenda items to allow parents / young people to attend.]*

### **3 COUNCIL QUESTIONS**

- 3.1 Members shall have the opportunity to question the Leader and Cabinet through oral questions, to maximise the live debate of issues. There shall be a maximum of eight questions from Members per Council meeting which will receive oral answers. Oral questions will be placed so as to alternate on the agenda with four from each political party. A time limit of 30 minutes shall be allowed for oral questions and responses.
- 3.2 Oral question do not have to relate the theme of the Haringey Debate.
- 3.3 Members shall be able to submit in advance a question to the Leader or Cabinet Member, which will receive a written response. Members are expected to limit the number of written questions that are submitted, with this arrangement subject to review should no improvement be achieved.
- 3.4 Any member of the public shall be able to ask questions of the Cabinet, Committee Chairs, or the Leader of the Council, provided that notice is given in writing at least eight clear days in advance.
- 3.5 A member of the public shall only be able to submit one question per meeting.
- 3.6 A total time limit of 20 minutes for public questions and answers shall be allowed per meeting.